



## Services Provided for UK Companies

### Outsourced Accounting

- ▶ Cash and Cheque Accounts
- ▶ Bank reconciliation
- ▶ Sales Invoicing
- ▶ Payables
- ▶ Expense payments
- ▶ VAT Returns
- ▶ Cash Forecasts
- ▶ Inter-company reconciliations
- ▶ Monthly Accounts
- ▶ Annual statutory accounts

### Outsourced Payroll

- ▶ Customised pay slips
- ▶ Payments made electronically to employee bank accounts
- ▶ Bi-monthly payments can be catered for
- ▶ Administration of PAYE, national insurance, statutory sick pay, statutory maternity pay, etc
- ▶ Completion of statutory forms, including year-end returns, to issue to your employees and submit to the Inland Revenue
- ▶ Summaries and analyses of staff costs
- ▶ Administration and payment of other employee benefits

### Business Start up

- ▶ Registration of a UK branch, or limited company.
- ▶ Acting as Company Secretary.
- ▶ Setting up bank accounts.
- ▶ Providing a Registered Office.
- ▶ Operating client bank accounts
- ▶ VAT registration
- ▶ Registering a business for Corporation Tax and PAYE.
- ▶ Dealing with Statutory and Legal matters

### Human Resources

- ▶ Contracts for overseas employees
- ▶ Employee benefit packages
- ▶ Incentive schemes
- ▶ Bonuses
- ▶ Ex-gratia payments
- ▶ Pension schemes
- ▶ Employee insurance schemes
- ▶ Stock Options
- ▶ Termination payments

### Other Services

- ▶ Recruitment
- ▶ Locating business premises
- ▶ UK personal tax advice
- ▶ Corporation Tax Returns
- ▶ Audit facilitation
- ▶ In-House support

## Benefits of working with Kevin Beare & Co?

### Reliability

Management information on time. Not affected by sickness or leave.

### Value for money

You buy the exact mix of services you require in the fields of Finance, Admin and HR on a fully scalable basis.

### Time management

Allows UK management to concentrate on core business activity.

### Fixed fees

Enables you to budget accurately for your overheads.

## Contact Us

For more information why not visit our website at

[www.kevinbeare.com](http://www.kevinbeare.com)

### Alternatively contact us at

Thames Valley Office  
Forest House, 3-5 Horndean Road  
Bracknell, Berkshire, RG12 0XQ, UK  
Tel +44 (0) 1344 305244  
Fax +44 (0) 1344 305245  
[kevin.beare@kevinbeare.com](mailto:kevin.beare@kevinbeare.com)

### London Office

88 Wood Street, London, EC2V 7RS  
Tel +44 (0) 208 528 1044  
Fax +44 (0) 8452 305245  
[paul.beare@kevinbeare.com](mailto:paul.beare@kevinbeare.com)

## Why Choose Us?

- ▶ Unique package of services
- ▶ Commercial background
- ▶ FD level experience of multinational companies
- ▶ Fixed fee charging structure
- ▶ Recommended by all the 'Big 4' firms of Chartered Accountants
- ▶ Highly qualified staff

**AMaC Limited****AMaC**

AMaC delivers focused global CEO:CEO programmes to generate a pipeline of executive relationship in target organisations and new markets. CEOs want established trusted adviser relationships with other CEOs to help them create their strategic road map and define projects in helicopter terms. strategic review allows Financial Directors to turn CEO plans into funded projects.

**Scope**

KB&Co provides accountancy services – both company & private, registered office, company secretary and professional advice.

**Objectives**

To allow AMaC to concentrate fully on building long-term CEO alliance partnerships with global premier brands. KB&Co allow us to focus on client facing activities which generate revenues. Their advice is helpful for future growth.

**conferenceplus****ConferencePlus**

Audio/web/video conferencing services. Customers of all sizes including Fortune 500 corporations and leading telecommunications resellers.

**Scope**

Support the UK branch. Specifically payroll and human resource matters, and also VAT issues and quarterly returns. Annual accounts and corporation tax returns. Further all statutory matters relating to the UK branch.

**Objectives**

ConferencePlus has a continual UK growth strategy and appointed KB&Co to enable the organisation to concentrate on clients and not worry about the “back office” work.

**HiHLOGiK****HighLogik**

Highlogik is a technology development company focused on using the latest developments to produce user friendly apps that solve real world business issues. Founded in 2009, HighLogik is launching its inaugural product - MailLogik, a fully hosted management tool for enhancing the return on Email Marketing Campaigns.

**Scope**

KB& Co provided us with huge support through the complexities of incorporation, budget management, banking and many other potential administration minefields. KB&Co helped our start-up get the positive results we needed.

**Objectives**

The KB&Co team cares about the businesses they represent, which allows us to focus on our business goals... the way it should be.

**What clients like about Kevin Beare & Co**

*We used KB&Co to assist in the legal and accounting aspects of the set-up of our new UK company. The staff were most helpful and performed their duties in a timely and accurate manner. KB&Co is now our “accounting arm” in the UK administering four employees and taking care of not only of payroll, tax and filings but also the payment of all office-related invoices.* **Chris Hansen, Chatsworth Products**

*We have been using KB&Co for more than 6 years. Their team provide us with support for our UK branch. They are most helpful with our payroll and human resource matters, Value Added Tax issues and quarterly returns. They prepare our annual Branch accounts and corporation tax returns. They are also assisting us with statutory matters and other services as we continually grow in the UK.* **Nicola McDonnell, Conference Plus**

*KB&Co helped establish our UK subsidiary approximately 3 years ago and currently provide our accounting support. In addition, they have been very useful in providing other administrative support such as tax preparation, payroll and human resource assistance. They have also been able to direct us to other professionals such as legal counsel.* **Jim Drew, Rehrig Pacific**